

~~ADMINISTRATIVE~~ ~~INTERNAL U~~ ~~ONLY~~

PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD OF  
14 April 1987 - 20 April 1987

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NEXT WEEK  
PUT IN OIT  
TOTAL EXPENDED  
TO DATE.

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that Have Occurred  
During the Preceding Week:

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B. The Office of Logistics, Printing and Photography Division (OL/P&PD), received changes in dissemination procedures for two major publications during this reporting period. Originators of the World Fact Book and the Agency telephone directory will now update their own dissemination lists on VM to allow labels to be furnished by the customer. This will save several manhours each week in the P&PD dissemination section.

NO

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C. The Office of Information Technology, Automated Management Branch, notified the Office of Logistics, Printing and Photography Division (OL/P&PD), that an increased number of duplicate copies may be required for the Office of Finance (OF) payroll microfiche application. Increasing duplicate copies from the current 36 to the requested 48 will have considerable impact on this request and is estimated to add 4-6 additional hours to P&PD's completion time by pay period 26. OL/P&PD is expecting official notification from OF to begin additional copies on pay period 9.

NO

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D. The Office of Finance, Systems Management Branch (OF/SMD), tasked the Office of Logistics, Printing and Photography Division (OL/P&PD), this reporting period with producing microfiche from a Department of the Treasury process run. This request verifies hardcopy paycheck distribution to Agency personnel and is the only source for determining the status of a employees missing paychecks. Previously this request was not output to any presentable media. OL/P&PD personnel established a temporary software set up to expedite this request. OF was pleased with the response and is initiating procedures to establish this output as a biweekly microfiche application.

NO

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NO  
E. Representatives from the Office of Logistics, Printing and Photography Division, joined the Agency Micrographics Officer in surveying micrographic requests from the Office of Security, Security Equipment Support Division (OL/SESD), and the Office of Logistics, Procurement Management Staff, Contractor Information Branch (OL/PMS/CONIF), this reporting period. Both requests are expected to be approved with no major problems. [redacted]

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NO  
F. The Office of Logistics, Printing and Photography Division (OL/P&PD) component safety officer, contacted representatives of ~~the~~ Office of Medical Services to initiate updated hearing tests for appropriate P&PD personnel. A tentative date of 5 May has been targeted for the initiation of testing. [redacted]

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NO  
[redacted]

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yes  
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yes  
[redacted]

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IV. Management Activities and Concerns:

None.

[redacted]

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